

**ATTACHMENT G**  
**2008/2009**  
**CSBG COMMUNITY ACTION PLAN**

**COMMUNITY SERVICES BLOCK GRANT  
2008/2009 PROGRAM YEAR COMMUNITY ACTION PLAN  
COVER PAGE**

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TO: Department of Community Services and Development  
Attention: Field Operations  
700 North 10th Street, Room 258  
Sacramento, CA 95814

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FROM: Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_

**Agency Contact Person Regarding Community Action Plan**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_  
FAX: (\_\_\_\_) \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES**

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this 2008/2009 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

## COMMUNITY ACTION PLAN REQUIREMENTS

### Summary/Checklist

The 2008/2009 Request for Community Action Plan (CAP) must meet specific requirements as defined by law, and described in detail in this package. The CAP forms, with specific instructions on how to complete each form are assembled separately for ease in preparing. Once you have completed your CAP, submit to CSD one original document (marked "original") and one copy (marked "copy") postmarked no later than **June 30, 2007**. ***Please allow adequate time for Community Action Plan development, review and approval prior to the due date.***

The following is a check list of the required and optional components of the CAP that your agency submits to CSD:

- ☐ CAP Cover Page (required)
- ☐ Agency Vision and Mission Statement (required)
- ☐ Requirement 1: Community Information Profile and Needs Assessment (required)  
Goal-Setting (optional)
- ☐ Requirement 2: State Objectives (optional)
- ☐ Requirement 3: Statewide Priority Statement (required)
- ☐ Requirement 4: Federal Assurances (required)
- ☐ Requirement 5: State Assurances (required)
- ☐ Requirement 6: Public Hearing Documentation (required)
- ☐ Requirement 7: Monitoring and Evaluation Plan (required)
- ☐ CSD 801: CSBG/NPI Programs Report (required)
- ☐ CSBG/NPI Programs Report Instructions
- ☐ NPI Work Group Supplemental Definitions

## **AGENCY VISION AND MISSION STATEMENT**

The Vision Statement describes a desired future based on your agency's values. The vision is broader than what any one agency can achieve; the agency collaborates with others in pursuit of the vision.

Provide your agency's Vision Statement.

### **VISION STATEMENT:**

The Mission Statement describes the agency's reason for existence and may state its role in reaching its vision.

Provide your agency's Mission Statement.

### **MISSION STATEMENT:**

## **Requirement 1**

### **COMMUNITY INFORMATION PROFILE, NEEDS ASSESSMENT AND GOAL-SETTING**

State law requires each agency to develop a community action plan that will assess poverty-related needs, available resources, and feasible goals and strategies to prioritize its services and activities to promote the goals of self-sufficiency among the low-income populations in its service area. (Government Code 12747(a).)

Each community action plan shall include the Community Information Profile, Needs Assessment, and Goal-Setting as follows:

- 1. Community Information Profile:** The Community Information Profile describes the problems and causes of poverty in the agency's service area, based on objective, verifiable data and information. (Government Code 12754(a).)
  - A.** Attach your agency's Community Information Profile. Please provide a narrative description of the following:
    - i)** The agency's service area in terms of factors such as poverty, unemployment, educational attainment, health, nutrition, housing conditions, homelessness, crime rates, incidents of delinquency, the degree of participation by community members in the affairs of their communities and/or other similar factors deemed appropriate by the agency.
    - ii)** Describe community resources and services, other than CSBG, which are available in the agency's service area to ameliorate the causes of poverty and the extent to which your agency has established linkages with those service providers.
  - B.** Describe your agency's plan for periodically reviewing and revising the Community Information Profile. In particular, describe how your agency ensures that the most current data and relevant factors are included.

- 2. Needs Assessment:** The Needs Assessment describes the local poverty-related needs, and identifies and prioritizes eligible activities to be funded by CSBG. It also serves as the basis for the agency's problem statement(s) and goal-setting.
- A.** Attach your agency's Needs Assessment. The Needs Assessment should analyze the demographic and economic conditions and other poverty-related factors identified in your Community Information Profile. Please provide a narrative description of the following:
- i) Assessment of existing programs/services available in your community that ensure the minimum services listed in Government Code section 12745(f) are available to the low-income community. These services shall include, but shall not be limited to, all of the following:
    - a. A service to help the poor complete the various required application forms, and when necessary and possible, to help them gather verification of the contents of completed applications.
    - b. A service to explain program requirements and client responsibilities in programs serving the poor.
    - c. A service to provide transportation, when necessary and possible.
    - d. A service which does all things necessary to make the programs accessible to the poor, so that they may become self-sufficient.
  - ii) Specific information about how much and how effective assistance is being provided to deal with the problems and causes of poverty. (Government Code 12754(a).)
  - iii) Establishment of priorities among projects, activities and areas for the best and most efficient use of CSBG resources. (Government Code 12754(a).)
- B.** Describe the process your agency utilizes to collect the most applicable information to be included as part of the needs assessment. In particular, describe how your agency ensures that the needs assessment reflects the current priorities of the low-income population in your service area, beyond the legal requirement for a local public hearing of the community action plan. Additionally, describe your agency's plan for periodically reviewing and revising the needs assessment.

- 3. Goal-Setting:** CSD recognizes that the CSD 801 forms do not necessarily capture all of the agency activities nor always succinctly “tell your story.” This section offers the opportunity for agencies to describe programmatic goals that are beyond the information collected on the CSD 801’s.

Goal-Setting identifies feasible goals and strategies which yield program priorities consistent with standards of effectiveness established for the CSBG program. (Government Code 12747(a).) Agency goals should align with community need. This section offers each agency the opportunity to identify top priorities.

**For the CAP submitted in 2007, your agency can respond to the programmatic goals or strategic plan or both. Place a check mark in the box(es) your agency elects to complete.**

- ☐ **A. Programmatic Goals:** Please provide a description of your agency’s biannual programmatic goals. Each goal statement should include the following:
- A description of the need to be addressed
  - The program, activity or service designed to meet the identified need
  - One of more objective outputs or outcomes to measuring progress toward the goal.

The goals should be based on your agency’s current needs assessment and establishment of priorities, and include the following at a minimum:

- i) If needed, goals to meet the need for a minimum level of services listed in Government Code section 12745(f).
- ii) Consideration of projects responsive to the needs of the poor which are not otherwise being met pursuant to Government Code section 12754(c).
- iii) Consideration of the standards of effectiveness identified in Government Code section 12745(g) in setting goals and assessing accomplishments.
- iv) Description of how accomplishing the goal(s) will have a measurable and potentially major impact on causes of poverty in the local community. (Government Code section 12750(b).)

☐ **B. Strategic Plan:** Please provide a description of your agency's strategic plan for goal-setting. In particular, please include the following:

- How the goals relate to the agency's strategic plan.
- How your agency ensures that low-income residents in the service area participate in the goal setting.
- Beyond the legal requirement for a local public hearing of the community action plan, do the goals reflect the current priorities of the poor in the community?

Optional



## Requirement 2

### STATE OBJECTIVES

As the State recipient of the federal CSBG block grant, CSD is accountable to ensure that all CSBG dollars are spent to carry out the federal program purposes. Recognizing the differences among each community action agency and the local communities they serve, CSD developed the attached pathway as a simple but effective way to measure how each agency uses its CSBG funding to create, expand or improve programs serving the low income population in its community. The following outputs will enable California to demonstrate how CSBG funds support federal program purposes, and quantify the added value that CSBG funds give to community action programs.

**For the CAP submitted in 2007, your agency can elect to complete all or part of 1, 2 or 3 of the following projections as they pertain to your agency. Place a check mark in the box your agency elects to complete.**

- ☐ **1. Added Capacity:** CSBG funds may be used to strengthen an agency's capacity to plan and coordinate the broad range of resources to ameliorate the local causes of poverty.

**A. Percentage of Total Operating Budget:** Please complete the following formula to project the overall capacity that CSBG funds will add to your agency's total annual operating budget:

CSBG annual allocation	Agency Total annual Operating Budget (TOB)	%	of TOB
\$ _____ /	\$ _____	=	_____ %

**B. Percentage of Indirect/Administrative Costs:** If your agency allocates any or all of its annual CSBG allocation to the administrative costs (costs not allocated to direct services) of the agency, please complete the following formula to project the indirect capacity that CSBG funds will add to your agency:

CSBG funds allocated to agency Indirect costs	Agency total annual Indirect/Administrative costs	%	of Indirect costs
\$ _____ /	\$ _____	=	_____ %



## Direct Program Services Continued

<input type="checkbox"/>	Emergency Services	\$ _____ / CSBG funds	\$ _____ All other funds	= _____ % CSBG Direct Cost Percentage **
		_____ X _____ Total number of clients served by agency CSBG Direct Cost Percentage **	= _____ Clients	
<input type="checkbox"/>	Nutrition	\$ _____ / CSBG funds	\$ _____ All other funds	= _____ % CSBG Direct Cost Percentage **
		_____ X _____ Total number of clients served by agency CSBG Direct Cost Percentage **	= _____ Clients	
<input type="checkbox"/>	Linkages	\$ _____ / CSBG funds	\$ _____ All other funds	= _____ % CSBG Direct Cost Percentage **
		_____ X _____ Total number of clients served by agency CSBG Direct Cost Percentage **	= _____ clients	
<input type="checkbox"/>	Self-Sufficiency	\$ _____ / CSBG funds	\$ _____ All other funds	= _____ % CSBG Direct Cost Percentage **
		_____ X _____ Total number of clients served by agency CSBG Direct Cost Percentage **	= _____ clients	
<input type="checkbox"/>	Health	\$ _____ / CSBG funds	\$ _____ All other funds	= _____ % CSBG Direct Cost Percentage **
		_____ X _____ Total number of clients served by agency CSBG Direct Cost Percentage **	= _____ clients	
<input type="checkbox"/>	Other	\$ _____ / CSBG funds	\$ _____ All other funds	= _____ % CSBG Direct Cost Percentage **
		_____ X _____ Total number of clients served by agency CSBG Direct Cost Percentage **	= _____ clients	

\*\*CSBG Direct Cost Percentage (both percentages must match)

**B. Number of Programs Dependent Upon CSBG Funds:** For any of the program types checked above, please identify which program types your agency could no longer offer if CSBG funds were not available.

- ☐ 3. **Coordination:** The CSBG Program encourages agencies to coordinate and link with other funding and in-kind resources and service providers in local communities.

**A. Direct Leveraging:** One way to measure the value of CSBG funds to the coordination and linkage effort is to quantify the number of dollars, or in-kind resources valued at fair market value, leveraged directly as a result of your agency's CSBG allocation and/or designation.

Please indicate the **total number of dollars your agency receives as a direct result of** your agency's CSBG allocation and/or designation. Any format submitted by the agency will be accepted. Your agency shall keep on file the required documentation supporting this amount and shall make it available to CSD on request.

**For purposes of measuring this objective, agencies may include the following:**

- i) Grants, donations, in-kind services or other income to your agency where there is documented evidence that the contribution is dependent upon your agency's CSBG allocation and/or designation.
- ii) Matching funds committed by your agency in exchange for other funding, where there is documented evidence that CSBG funds are allocated as the matching funds.
- iii) Matching funds or in-kind services by other organizations promised in exchange for sub grants, subcontracts, in-kind services or other payments from your agency where there is documented evidence that the matching funds will be directed to programs, services and activities that serve CSBG Program purposes.

**B. Partnerships:** One way to measure the value of CSBG funds to the partnerships that your agency possesses is to quantify the number of partnerships that would not exist but for your agency's CSBG allocation and/or designation.

Please indicate the total number of **partnerships you project** to have with other community organizations that are directly linked to your agency's CSBG allocation and/or designation. Any format submitted by the agency will be accepted. Your agency shall keep on file the required documentation supporting this number and shall make it available to CSD on request.

**For purposes of measuring this state objective, agencies may include the following:**

- i) Partnerships supported through sub grants or subcontracts using CSBG funds.
- ii) Formal written agreements or understandings with other organizations that specifically refer to your agency's CSBG allocation and/or designation.
- iii) Seats on other boards, commissions or other community entities that are formally reserved for a representative from your agency.
- iv) Partnerships where there is some other documented evidence that the relationship would not exist but for your agency's CSBG allocation and/or designation.

Please indicate the **total number of partnerships** you project to have with other community organizations that are directly linked to your agency's CSBG allocation and/or designation. Your agency shall keep on file the required documentation supporting this number and make it available to CSD on request.

**Requirement 3**

**2008/2009 STATEWIDE PRIORITY/STRATEGY STATEMENT**

Does your Agency accept the Family Self-Sufficiency Statewide Priority? ☐ Yes ☐ No

Please include a narrative description of the strategies supporting Family Self-Sufficiency strategies by your agency in the local planning process as required by Government Code Section 12745(e). In this narrative, please provide the agency's definition of Family Self-Sufficiency and the strategy utilized to achieve these priorities.

If your agency rejects the statewide priority, state the reason(s) for your agency's rejection.

<p style="text-align: center;"><b>Requirement 4</b> <b>FEDERAL ASSURANCES</b> <b>COATES Human Services Reauthorization Act of 1998: Public Law 105-285</b></p>
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To the left of Federal Assurances 676(b)(1)(A) and 676(b)(1)(B) please indicate what activities your agency administers by placing a check in the box provided. **Additionally, provide a narrative description of the agency activities for each of the Assurances checked below:**

**1. Section**

**676(b)(1)(A):** To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- ☐ i. remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
- ☐ ii. secure and retain meaningful employment;
- ☐ iii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
- ☐ iv. make better use of available income;
- ☐ v. obtain and maintain adequate housing and a suitable living environment;
- ☐ vi. obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and
- ☐ vii. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to:
  - ☐ (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
  - ☐ (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.

**Federal Assurances (cont.)**

**2. Section**

**676(b)(1)(B):** to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as:

- ☐ (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- ☐ (ii) after-school childcare programs; and

**3. Section**

**676(b)(1)(C):**

- ☐ to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts).

**Provide a narrative description of the agency activities for each of the Assurances listed below:**

**1. Section**

**676(b)(4):** Will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals;

**2. Section**

**676(b)(5):** Entities will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services and a description of how the State and eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment system under the Workforce Investment Act of 1998.

**3. Section**

**676(b)(6):** Will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.

**4. Section**

**676(b)(9):** Entities will to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.



**Federal Assurances (cont.)**

**5. Section**

**676(b)(10):** Each eligible entity to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.

**6. Section**

**676(b)(12):** All eligible entities will not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System (ROMA), or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.

**7. Section**

**678D(a)(1)(B):** Ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds under this subtitle.

**8. Section**

**676(b)(3)(A):** Provide a description of the service delivery system, for services provided or coordinated with funds made available through grants under section 675C(a), targeted to low-income individuals and families in communities within the State.

**9. Section**

**676(b)(3)(B):** Provide a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations.

**10. Section**

**676(b)(3)(C):** Provide a description of how funds made available through grants under section 675C(a) will be coordinated with other public and private resources.

**11. Section**

**676(b)(3)(D):** Provide a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

**Requirement 5**

**STATE ASSURANCES**

**California Government Code**

**Provide a narrative description of the Assurances listed below:**

**1. Section**

**12730(f):**

Eligible beneficiaries are the following: (1) all individuals living in households whose income is at or below official poverty income guidelines as defined by the United States Office of Management and Budget; (2) All individuals eligible to receive Temporary Assistance to Needy Families or Federal Supplemental Security Income benefits, and (3) Residents of a target area or members of a target group having a measurably high incidence of poverty and which is the specific focus of a project financed under this chapter.

**2. Section**

**12747 (a)**

Contingency planning for reduced federal funding: Provide your agency's contingency plan for reduced federal funding. Also, include a description of how your agency will be impacted in the event of reduced CSBG funding.

**3. Section**

**12760:**

Community Action Agencies under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) which serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all grantees and the populations they serve.

## Requirement 6

### DOCUMENTATION OF PUBLIC HEARINGS

Government Code Section 12747(d) Agencies holding public hearings pursuant to this Article shall identify all testimony presented by the poor, and shall determine whether the concerns expressed by that testimony have been addressed in the Community Action "Plan" (CAP). If the agency determines that any of the concerns have not been included in the CAP, it shall specify in its response to the CAP information about those concerns and comment as to their validity.

This section shall include the following:

1. Clear description of your agency's public hearing process. Agencies should describe the methods used to invite the local community to the public hearings.  
 Note: public hearing(s) shall not be held outside of service area(s).
2. Copy of public notice(s), which were published in the media to advertise the public hearings.
3. Summarize all testimony received using the format below:

Name	Sector (low-income, private)	Testimony or concerns	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason

4. Please attach a description of other methods the agency used to address the needs of the community.

**Requirement 7**

**MONITORING AND EVALUATION PLAN**

Describe a specific method(s) of evaluation and monitoring that ensures program and fiscal performance in accordance with the objectives in your Community Action Plan.

The plan must include the following:

1. A process to ensure that data are collected to document the progress of the agency's projections.
2. A process to ensure that reports are prepared and submitted to CSD in accordance with contract requirements.

## **National Performance Indicator (NPI) Work Group Supplemental Definitions**

### **The California NPI Work Group defines the following:**

**Barriers to Initial or Continuous Employment:** Any obstacle preventing a person from obtaining or continuing employment.

**Disaster Relief:** Any form of disaster awareness, preparedness or emergency assistance and response.

**Employed:** Employment that is unsubsidized, part-time, seasonal, full-time or self-employed with or without benefits.

**Increase in Employment Income:** Upward movement from a baseline income. More money, more hours, more benefits or permanent increase in hours, benefits, or wages received.

**Living Wage:** Earnings that are sufficient to allow an individual or family to meet basic needs without public assistance.

**Obtained a Job:** Self-employed or secured a job with the expectation of long-term employment.

**Quality of Life Increased:** Communities are improved by participation of all their members (i.e., households, businesses, faith based organizations, public and private organizations).

**Safe and Affordable Housing:** Housing that complies with local building codes, safety and environmental regulations, and should be fully accessible to persons with physical disabilities. An individual or family should not spend more than 30 percent of its total household income on housing (percentage can be determined by local areas).

**Self-Sufficiency:** Able to provide for basic needs of self and household, without ongoing public assistance.

**Unemployed:** Having no earned income from wages or self-employment.